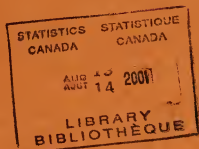


NINTH CENSUS OF CANADA, 1951

INSTRUCTIONS
FOR FIELD SUPERVISORS



DOMINION BUREAU OF STATISTICS

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INSTRUCTIONS FOR FIELD SUPERVISORS

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I. RESPONSIBILITIES OF A FIELD SUPERVISOR

As Field Supervisor you are responsible, under the Census Commissioner, for the conduct, completion and quality of the Census in the area assigned to you.

The organization and taking of a census is a vast undertaking which, if it is to be carried through to successful completion, must be co-ordinated in all its parts. As Field Supervisor you are part of a team, the other members of which are the enumerators on the one hand, and Commissioners and officials of the Dominion Bureau of Statistics on the other. Success can only be achieved by the utmost co-operation of all. Your responsibilities may be divided roughly into two major parts:

- (1) duties prior to enumeration;
- (2) duties during and after enumeration.

In order to discharge these duties effectively, you must be thoroughly familiar with the Enumeration Manual, the Training Manual and the following instructions.

II. DUTIES PRIOR TO ENUMERATION

A. Your own training

You will receive your instructions from an officer of the Dominion Bureau of Statistics. You will be notified of the time and place where you will meet him for training which will last one week. In order to benefit fully from your training, you must familiarize yourself with the various documents, forms, instructions, etc., which you will receive.

B. Checking of enumeration areas (sub-districts)

The Commissioner for your electoral district has checked the descriptions of the enumeration areas (sub-districts) for duplications or omissions. Nevertheless, you should check all the descriptions of the areas under your supervision with the map to make sure that no error has been overlooked. The following paragraphs will indicate the various items which should be checked.

1. Clear descriptions of boundaries.- You must familiarize yourself with the boundaries of the enumeration areas under your supervision and satisfy yourself that all descriptions are sufficiently clear to be readily understood and identifiable on the ground, because you will have to advise enumerators when questions of boundaries arise. Wherever descriptions are such that you are not certain of the exact location of a boundary, a field inspection may be necessary.
2. Omission or duplication of territory.- You must be absolutely certain that no territory is omitted from the descriptions and that none is included twice. You must also compare the descriptions with the maps. In case of omission or duplication, or of disagreement between the descriptions and the maps, you will notify the Commissioner immediately and he in turn will notify the Regional Census Office.

3. Enumeration areas (sub-districts) without maps.- Some enumeration areas will have no maps. These will usually be small incorporated or unincorporated villages or they may be unorganized areas. Although efforts have been made to obtain maps for these areas, it has not been possible to secure them. In such cases, you will have to satisfy yourself of the exact boundaries of such places so as to advise your enumerators correctly.
4. Parts of more than one municipality in an enumeration area.- An enumeration area must not contain parts of more than one municipality. Make sure that this does not happen in the areas under your supervision.
5. Unincorporated towns and villages of 1,000 population or more.- Unincorporated towns and villages of 1,000 population or more are included with urban for census purposes, and therefore, should be separate enumeration areas. All such places known to the Bureau have been made into separate enumeration areas. If you suspect that there are others in your area, notify the Commissioner immediately so that he may arrange to have a special portfolio prepared and a sub-district number assigned for the new area.
6. Changes in descriptions or on maps.- If you think that changes should be made either in the descriptions or on the maps, you should write down the reasons and give them to the Commissioner who will obtain authorization for such changes from the Regional Census Office. No change whatever may be made without first obtaining the authorization of the Regional Census Office.
7. Sub-division of an enumeration area.- Enumerators in urban areas are expected to complete their work in three weeks, and in rural areas in four weeks. If, after having carefully studied the descriptions, you have reasons to believe that some of the sub-districts in your area are too large or have too much population to be completed in this time, discuss the matter with your Commissioner and if he agrees that this is the case, he will write to the Regional Census Office suggesting a sub-division.
8. Places difficult to find.- In familiarizing yourself with the area under your supervision you must look for places which an enumerator might have difficulty in finding. These may be shacktowns, jungles, or individual dwellings located in places which could be easily overlooked by an enumerator. When you find such places, make a note of them and be sure to notify the proper enumerator.
9. Persons living on ships.- Persons living on ships of 1,000 tons or more will be enumerated by special procedure, and you need not be concerned with them. Persons living on ships and boats of less than 1,000 tons, however, will be enumerated in the ordinary way, that is to say, each boat on which persons are living will be considered a dwelling and entered as such on the Visitation Record, with an additional entry in the "Remarks" column stating it is a boat. Therefore, if in your area there are boats of less than 1,000 tons in dock or at anchor, you will remind the enumerators in whose areas they are located that they must find out if there are persons on them who have no usual residence elsewhere than on ship, or who do not expect to be enumerated at their usual residence. If there are persons in either category on board, they

are to be enumerated in the usual way on Forms 2 or 2A as required. If the enumerator is not certain whether the ship is less than 1,000 tons, he must inquire before enumerating any person on board.

10. Enumeration of transients.- In a certain number of larger cities, about which the Field Supervisors concerned will be informed at a later date, transients will be enumerated according to a special procedure. In all other places, they will be enumerated on Wednesday, June 6. The Commissioner has been instructed to draw up a list of places where transients (people having no regular home) are likely to be found. Be sure to obtain this list from the Commissioner. Contact the directors or managers of such places to find out at what time on June 6 the enumeration could be carried out most conveniently and advise the proper enumerators accordingly.
11. Spot check.- One of your important duties as Field Supervisor will be to make sure that the enumerators have covered every dwelling unit and every person resident in them following the specific instructions on "whom to enumerate" in the Enumeration Manual. In areas where city directories are available, you will list in advance a sample number of households in each area, by choosing one household in each block. With this list you will be able, by checking with the returns of each enumerator, to form a first opinion as to completeness of coverage (see page 10). If you find that any of these names and addresses have not been included in the records, you will then have an indication that the enumerator has not completely covered his area and it will be necessary for you to investigate more closely.

In areas where city directories are not available, you will list a number of addresses, and the names of household heads wherever possible, in hard-to-find places or purely at random in each enumeration district. You will use this list in the same manner as above, to check for completeness of coverage.

C. Selection, training and appointment of enumerators

1. Training space.- It is the responsibility of your Census Commissioner to locate suitable space in a hall, school, public building, etc., for the training sessions which you will conduct with the prospective enumerators in your area. You will assist the Commissioner in getting the necessary supplies for your enumerators into the office in ample time for the training sessions. This place must also be properly secured to prevent unauthorized persons having access to it.
2. Initial notice to candidates.- It is the duty of the Commissioner to provide suitable candidates for enumerators for the various sub-districts in your area. He will supply you with a list of candidates on Form 31. Using Form 30A you will notify each one to report to you on a day between May 12 and 14 inclusive, at his own expense stating the time and place, to take the prescribed test (Form 33). You must make certain that you have sufficient candidates for the sub-districts assigned to you. If, for example, one or more candidates inform you that they have decided not to report for the test, you must request that the Commissioner secure additional candidates as required.

3. Test of candidates.- The test shall be given according to the instructions on page 1 of Form 33. After each candidate has written the test, the papers must be collected and marked according to instructions given in Appendix 3. You will then enter the marks obtained by each candidate on Form 31 and forward it to the Commissioner for transmittal to the Regional Census Office of the Dominion Bureau of Statistics. While it is not intended that test papers be forwarded to the Regional Census Office it is necessary that they be kept for the duration of the Census after which they must be destroyed by you.
4. Disagreement regarding the suitability of a candidate.- In cases where there is disagreement between the Commissioner and yourself regarding the suitability of a candidate for enumerator, the Commissioner shall report the matter to the Dominion Statistician for direction.
5. Second notice to candidates.- After the test papers have been marked, each candidate will be notified by the Commissioner as follows:
 - (a) Those who have been selected to be trained will be notified on Form 30B stating the time and place for receiving their instructions.
 - (b) Those who have not been selected will be sent Form 30C.
6. Instructions to candidates.- Only those candidates to whom Form 30B has been sent should be allowed to take the training as enumerators. If a candidate should report stating that he has been recommended by the Commissioner at the last minute to take the place of another candidate who has dropped out because of sickness or other reasons, you will not accept him without first giving the prescribed test (Form 33) and satisfying yourself that he has the necessary qualifications.

The importance of proper training cannot be over-emphasized. On the enumerators depends the success or failure of the Census and their training is your responsibility. Furthermore, if the enumerators under your supervision are adequately trained in every particular you will save yourself a great deal of trouble and worry during the course of enumeration and when you have to check their work.

Remember that you are responsible for the expeditious completion and accuracy of the Census in your own area. The complete instructions on the training procedure which will be found in the Training Manual are the result of many years of experience and of study on the part of officials of the Dominion Bureau of Statistics and you must follow them very closely.

7. Assignment of enumerators and distribution of supplies.- When the candidates arrive to receive instructions you will assign each one to his sub-district and give him his portfolio containing all the forms that he will need for his training. Some of the forms in the portfolio will be used in the actual enumeration, so you must inform the trainees to handle them with care **and not to mark any until told to do so**. After you have completed the training and satisfied yourself of the enumerators' ability to carry on the work you will then distribute to each the box containing the additional forms required for the enumeration of his sub-district.
8. Oath of office.- You are authorized by the Honourable the Minister of Trade and Commerce to administer the Oath of Office to your enumerators. The administration of the Oath will be performed in conventional fashion, and each one will sign the form. It is most important that you explain the various points covered by the Oath and the penalties attached.
9. Identity card for enumerators.- Each enumerator will be provided with an Identity Card (Form 14). You will distribute these cards, one to each enumerator, telling them to carry it with them continually and to show it whenever necessary to establish their identity as census enumerators. You must make it clearly understood that these identity cards are to be returned to you when the enumeration is completed.
10. Replacement of candidates during training.- Candidates who have passed the test should, generally, have the necessary qualifications to become enumerators. However, it may happen that a trainee, after having started to receive instructions may have to drop out because of sickness or other reasons. Also, a candidate may pass the test, but demonstrate during the training sessions that he cannot absorb the instructions and would not make a satisfactory enumerator. In any such case, it will be necessary for you to get in touch with the Commissioner immediately asking him to provide another candidate for this area. It will then be necessary for you to test and instruct such new candidates privately.
11. Discussion of problems with individual enumerators.- It will be necessary for you to discuss with each enumerator individually any problems which are peculiar to his area alone. Such problems may relate to questions of boundaries, out-of-the-way places in his area, the best route to follow to cover the territory, and so forth. At the same time, you will be able to satisfy yourself that he has the necessary understanding of the various procedures to be followed in enumeration. In cities and towns, etc., where the enumerators are within fairly close reach, you should arrange to meet and interview each enumerator for the above purpose some time during the following week after the training sessions, i.e. between the dates of May 28 and May 31 inclusive. In rural areas, it may be more convenient to interview each enumerator at some time during the days the enumerators are gathered together for training. In the latter event, you must set a time-table so as to be able to meet each enumerator outside of the periods reserved for training.

12. Appointment of enumerators.- After you have completed the periods of instruction for the trainees, fill out and sign Form 32 recommending the appointment of the candidates as census enumerators. ~~This~~ form will be forwarded to the Commissioner for his signature and transmitted to the Regional Census Office.

III. DUTIES DURING AND AFTER ENUMERATION

After having satisfied yourself that each enumerator in the area under your supervision has received adequate instructions and understands clearly the territory that he has to cover, you must see that everyone starts work on June 1 and that he works continuously until the enumeration is completed.

A. Supervision of enumerators' work in the field

1. Field Supervisors' Identity Card.- You will be supplied with an identity card which will be your authority to carry out all duties required of you. It will serve as your identification in the same way as the cards of the enumerators.
2. Enumerators' Progress Report (Form 25).- The Enumeration Manual instructs each enumerator to mail or otherwise deliver to you a Progress Report of his work twice a week, namely Wednesday and Saturday. Therefore you should receive a report from each enumerator on June 2, 6, 9, 13, 16, etc., until the enumeration is completed. If on the day after the above dates one or more of your enumerators have failed to send you this Progress Report, you must communicate with him immediately to ascertain the reason of this failure.
3. Field Supervisors' Progress Report (Form 26).- You must also make a Progress Report in the same way. You will make two identical copies, one of which you will forward to your Commissioner and the other to your Regional Office. These reports are very important since it is the only way at our disposal to follow the progress of the Census.
4. Communicating with enumerators.- You will see your enumerators at least twice a week in urban areas to check the quality and quantity of work accomplished and to satisfy yourself that the time-table for enumeration will be met. In rural areas, it may not always be possible for a Field Supervisor to see each enumerator twice a week because of the long distances he may have to travel in order to do so. In such cases, the Field Supervisor must determine which of his enumerators require the most attention and follow their work more closely. Even in rural areas, enumerators should be visited and their work checked as often as possible.

When the enumerators are at work you may experience some difficulty in locating them when you wish to meet them. Consequently, you will find it advantageous to prepare in advance a time-table with each one your enumerators, specifying the time and the place where you will meet him.

5. Use of telephone.- It will be a good practice for you to tell your enumerators to communicate with you by telephone as often as necessary. Considering that you will have a considerable amount of travelling to do and that you will be expected to work at irregular hours, it will be advisable for you to specify the times and places where enumerators can reach you by telephone. In rural areas, where long distance calls may be costly, it will be necessary to impress upon the enumerators that they may call you only when there is real need for it, and reverse the charge (see p.22). It is the duty of all employees of the Census to keep costs as low as possible.
6. How to check the work of an enumerator.- One of your most important duties as Field Supervisor is to see that the census returns are complete and accurate. For this reason it is most important, when you meet your enumerators during enumeration, that you check their work as thoroughly as possible and give them all the assistance you can. If you catch the mistakes that they make early, it is reasonable to assume that they will not repeat them during the remaining enumeration. This will save you a great deal of trouble when you have to do the final check before returning the schedules to the Commissioner for transmittal to the Regional Census Office.

When you meet the enumerators, you should perform the following functions:-

- (a) Answer such questions as the enumerator may ask concerning the work.
- (b) Discuss problem cases which may arise in this enumerator's sub-district.
- (c) Examine the forms completed by the enumerator to determine whether:
 - (1) entries on Forms 2, 2A and 4 are being made with a mark-sense pen and not with a ball-point pen. Marks made with a ball-point pen are easily distinguished by their blue colour. Documents on which the enumerator has used the ball-point pen in error are to be recopied on new documents. In no case is he to mark over the entries with his mark-sense pen. If the mark-sense pen fails and cannot be repaired or replaced immediately, he will use a pencil to continue his enumeration until a mark-sense pen is provided. The pencil marks must later be marked over with a mark-sense pen by the enumerator.
 - (2) entries are complete and appear accurate;
 - (3) there are any major inconsistencies in the questionnaire entries;
 - (4) proper entries, remarks, etc., are being made on the Visitation Record;
 - (5) the ovals on the population and housing documents are being filled out in the correct manner;
 - (6) the housing documents are being filled out for the sample dwelling numbers;
 - (7) "Agriculture" and "Live stock and Greenhouses elsewhere than on Farms" questionnaires are used where necessary and are correctly filled out.
 - (8) Fisheries folios are used where applicable.
 - (9) Census of Distribution folios are filled properly.

- (d) Test as many forms as possible for the checks outlined on pages 10 to 17.
- (e) Accompany the enumerator on as many interviews as possible and observe his approach and methods.
- (f) Satisfy yourself that the enumerator is familiar with his sub-district boundaries and is obtaining complete coverage within his area.

In the early stages of the enumeration, you will have to concentrate more on some of the above items than on others. This will be necessary because you must visit your enumerators as quickly as possible to see that each is well started and doing the work correctly. As you continue your rounds thereafter, you will make more complete visits with each enumerator and spend the most time with those who need it.

7. Review of Temporary-Resident documents (Form 2A).- The purpose of this document is to ensure that each person enumerated in your area but who is a resident of another area is transferred to his usual place of residence. You will make sure first that the enumerators understand the procedure and in checking their work, you must see that they make proper use of these documents.
8. Checking the use of the Individual Population Form (Form 5).- This form is to be used only as a last resort when the enumerator is unable to arrange a call-back time to interview personally anyone for whom the census information cannot be supplied by other members of the household. When an enumerator leaves one of these forms in a home, he must be sure to call back for it at the stated time. Once he has picked up the form, he must transfer the information to the Population Document and then file the Individual Form carefully to return it to you when he has completed his enumeration. Because the information which these forms contain is confidential, enumerators must be warned not to leave them where unauthorized persons could have access to them.
9. Refusal to answer questions.- Sec. 35 of the Statistics Act makes it obligatory for every person to answer the questions put to him by the census enumerator. It is possible that some enumerators may experience difficulties securing answers. They have specific instructions on how to conduct themselves in such cases. When cases are reported to you, you must attempt to obtain the information, emphasizing the confidential nature of the Census. If persons still persist in their refusal, you will report the matter immediately to the Commissioner who has special instructions on how to deal with these matters.
10. Call-backs.- In the course of their work, enumerators will encounter instances where they will have to make several calls before they find someone at home to answer the census questions. You must see that they do not allow these call-backs to accumulate. When you meet each enumerator find out the number of call-backs he has pending and if you find them in any quantity, suggest that he take time off from regular enumeration to complete them. It may be that in certain sections of large cities (boarding house and apartment house areas) the problem of call-backs may be a serious one. If that is found to be the case in any of your areas, consult your Commissioner, who will obtain the advice of the Regional Office regarding the type of assistance that may

be given the enumerator in clearing up this accumulation of call-backs.

11. T-night enumeration.- In certain designated large cities a number of Field Supervisors will, in co-operation with the Commissioners, organize special procedures for the enumeration of transients in large hotels, hostels, etc. Special instructions will be given at a later date to the Field Supervisors concerned.
12. Time schedule for enumeration.- Remember that you are responsible to the Commissioner and that it is your duty to assist him to the extent of your ability to make sure that the schedule set for completing the enumeration is met. Otherwise the work of compiling the Census will be delayed since it will not be possible at any stage to make up for lost time. If in the course of the work you have reason to believe that one or more of your enumerators, either because the population in their areas is greater than had been expected or because they did not work as fast as had been anticipated, will not complete the work in the set time, discuss the matter with your Commissioner and see if it would not be advisable to provide assistance to them either by employing other enumerators who have completed their areas or by training new ones.
13. Replacement of enumerators.- If an enumerator is guilty of gross inefficiency or misconduct, it is your duty to report him to the Commissioner for dismissal and replacement. Similarly, if enumerators have to cease work because of illness or other reasons over which they have no control, you will ask the Commissioner for replacements immediately. You will then have to train these replacements as rapidly as possible so as not to delay the work.
14. Return of enumerators' supplies to the Field Supervisor.- When enumerators have ~~completed their~~ enumeration, you should arrange a timetable for them to return their portfolios to you. In rural areas enumerators will be entitled to their return fare by train or bus or, when the distance is not greater than 50 miles return, mileage at 6¢ per mile for the use of an automobile, to return their materials to you. The use of automobiles is permitted only when there are no public transportation services. In cases where it would mean a trip for an enumerator of more than 50 miles return you will instruct him to forward his census returns by express or by mail. If he uses the mail he will pay the postage and registration fee and obtain a receipt from the Postmaster. He will charge the cost on his Account Form for Enumeration (Form 16-item 11), attaching the necessary receipts. When census returns are forwarded by mail or by express, you will caution the enumerators to see that the box is properly closed and securely bound, and that they make use of the gummed tape supplied so as to prevent any damage to the documents.

You will readily realize the advantage of having the enumerators bring their census returns to you one at a time rather than all together. This will give you the opportunity of checking the work of each enumerator while he is present. Very often, he may be able to provide explanations thus avoiding the waste of time that would be required to contact him a second time.

B. Final check of enumerators' work

The importance of checking thoroughly the work of your enumerators before forwarding it to the Commissioner cannot be over-emphasized. Final responsibility for the accuracy and completeness of the census in your area is placed on you rather than on the enumerator. If you adhere to the following instructions, you will find that the checking of the work of the enumerators can be accomplished fairly rapidly.

1. Preliminary check.- When an enumerator has completed his sub-district, he will return his box to you with all completed forms and the supplies indicated on the Transmittal Form.

Following are the duties you must carry out while the enumerator is still in your presence:

- (a) Check the contents of the box with the Transmittal Form, to make sure that the number of forms and supplies returned corresponds with the entries in Column 2 of the Transmittal Form. When all have been accounted for, have the enumerator sign the form, and countersign it yourself.
 - (b) Check the sub-district map and descriptions, especially around the boundaries. Satisfy yourself, in discussion with the enumerator, that the sub-district has been completed. You will assure yourself of the completeness of coverage by
 - (1) questioning the enumerator carefully;
 - (2) checking the names of persons that you know are residents of the area; and
 - (3) checking against the census returns the list of names that you prepared when you were studying the area.
 - (c) Verify that all call-backs have been made, all Individual Population Forms collected and the information transferred to the population documents, etc.
 - (d) Go over the completed account forms and vouchers to make sure that all entries are correct. You will make a more detailed check of each item later. (see Section 2 below).
 - (e) Scan the enumerator's work to see if the entries in all questionnaires appear complete. Inform him that you will be making a more detailed check of his work and that it will be necessary for you to contact him if you encounter errors or omissions. Inform him that re-enumeration may be required for these if the errors are of a serious nature.
2. Detailed check.- It will be necessary for you to make a final and detailed check of each enumerator's work. This will not always require an item-by-item check of each document or form, but will frequently mean a spotting of consistent errors or omissions running through the enumeration. The thoroughness of your checking will be governed in large part by the quality of the enumerator's work. Your observations of the work being done by each enumerator in the field should help you to decide just how much final checking each will require.

You must also keep in mind that a time limit has been set for the Census as a whole, hence the checking must not delay the transmittal of the questionnaires to the Regional Office. For this reason many of your checks will have to be carried out on a sample basis, and to a degree which satisfies you that the work will not have to be sent back to you by the Regional Office to be returned to the enumerator for re-enumeration or satisfactory completion of the work. For example, you might start by checking completely every tenth Population document. If you find that documents so examined are seriously at fault, then a complete check will be necessary. If after the complete check, it is found that some re-enumeration is necessary, you must draw the attention of the enumerator to the errors, and give him further instructions, if required.

The items listed below for each form will indicate to you what you must look for in checking the enumerator's work.

3. Form 1. - Visitation Record.

- (a) Check the entries on the cover and on the top of each page to see that they have been properly filled out.
- (b) From your knowledge of the geography of the sub-district, determine whether all unincorporated villages, hamlets, etc., in the area have been indicated in Column I.
- (c) Compare the dwelling numbers for household heads in Column II with the numbers marked in Question 4 of the Population documents (Form 2) for the head and all the members of the corresponding households.
- (d) Entries in Column III (Name of the head of the household) and Column IV (Address of this dwelling) must agree with the corresponding entries in Questions 1 and 2 of the Population document (Form 2). (Note that the entry in Question 2 of the Form 2A, the Temporary Resident document, must be the address of the usual place of residence, while in Question IV of the Visitation Record the entry refers to the address of enumeration of these temporary residents).
- (e) Check the total number of persons listed in Column V (less the number of persons in "closed dwelling" households) to see that it agrees with the number of Population documents (Form 2) that have been completed for the sub-district.
- (f) Compare the number of "Temporary Resident" documents (Form 2A) with the total number of persons shown in Column VI of the Visitation Record.
- (g) Examine the entries in Column VII (Remarks) to see that "Closed Dwellings" have been properly indicated, that all Individual Population Forms have been picked up, and all call-backs have been made.

- (h) If more than one Visitation Record has been used in a sub-district, check to see that the numbers in the second book have been changed to read "301", "302" and so on.

4. Form 2.- Population Documents.- Check the following items:

- (a) Be sure that the documents are arranged in the jackets so that the households are in numerical order as on the Visitation Record.
- (b) "Mark-sense" entries (i.e. horizontal marks in the ovals) must be from edge to edge of the oval, and well centred.
- (c) "Write-in" answers must be legible, and must not run over into the space containing ovals.
- (d) There must be an entry in each of Questions 1-14 inclusive and 16 and 17, for every person enumerated.
- (e) All three columns of Question 4 (Household number) and both columns of Question 6 (Age) must be marked for every person enumerated.
- (f) No entries must appear in any of the sections enclosed by dotted lines and containing oblique ovals, which are for office use only.
- (g) Question 15 (Period of immigration) must have an entry for persons born outside of Canada only.
- (h) There should be no entry in Questions 18 to 29 for persons under 14 years of age.
- (i) Question 18 should have one entry only for each person 14 years of age and over. If the entry is other than "None", Question 19 should also have an entry.
- (j) If the entry in Question 20 is "W", there should be no entry in Question 21. If any other oval is marked in Question 20 except "U" (Perm. unable to work), Question 21 must have an entry.
- (k) Question 22 must be marked when "W" is marked in Question 20, or "Yes" in Question 21.
- (l) If "*W", "*J", or "*L" is marked in Question 20, or "Yes" in Question 21, Questions 23 to 27 must each have an entry.
- (m) If "No" is marked in Question 26, there must also be a "Write-in" entry in this question.
- (n) Questions 28 and 29 must each have an entry if the entry in Question 27 is "Wage or salary earner".

5. Form 2A.- Population - Temporary Residents.- The entries for the individual inquiries on Form 2A will be made in exactly the same way as on the regular population document (Form 2), with the exception of the following points:

- (a) Form 2A must be filled out for each temporary resident indicated in Column VI of the Visitation Record.
- (b) Question 1A must have the correct district and sub-district numbers entered.
- (c) The entries in Questions 2, 3 and 8 of Form 2A refer to the usual residence of the person and not to the home at which this temporary resident is enumerated. (Note, however, that if the residence in which he is temporarily residing falls in the Housing sample, that is the dwelling to which the information on the Housing document must refer).
- (d) If the entry in Question 3 is other than "head", there must be an entry in Question 3A.
- (e) There must be no entry in Question 4 of Form 2A.

6. Form 4.- Housing Documents.- There must be a completed Housing document (Form 4) for every "circled" dwelling on the Visitation Record, and for no others. In checking these documents note the following points:

- (a) Every Form 4 (Housing document) must have the correct District and Sub-district numbers clearly entered in Question 3.
- (b) Entries in Questions 1, 2 and 4 (Name of household head, Address, and Dwelling number respectively) must agree with the entries for the head of that household in corresponding questions on the Population document and on the Visitation Record.
- (c) Each of the three columns of Question 4 (Dwelling number) must be marked.
- (d) Question 5 (Dwelling status) must have one entry. If the oval for either "Occupied" or "Closed" is marked, Question 6 (Type of dwelling) must have an entry. If the dwelling is "Under construction (not occupied)" or "Vacant", there must be no further entries on the document.
- (e) If the entry in Question 6 (Type of dwelling) is in one of the first four ovals (i.e. single detached, single attached, apt., flat, etc., or other), Questions 7 to 20, and Question 24 must each have one oval marked. Question 23 must also be marked but may have more than one entry.

If an entry has been made in one of the last three ovals of Question 6, (i.e. institution, hotel, etc., or military or lumber camp, etc.) there must be no further entries on the document.

- (f) Question 7 (Number of dwellings in the structure) must be marked in the first oval (i.e. one dwelling) if Question 6 is entered either "Single detached" or "Single attached".
- (g) Question 11 (Number of rooms) must have one entry in each column.
- (h) The entry in Question 12 (Water supply) must be in either of the first two ovals (i.e. water piped inside) if the first oval of either Question 13 (Bath facilities) or 14 (Toilet facilities) is marked.
- (i) If "Electric Range" is marked in Question 17, "Electricity" must be marked in Question 15.
- (j) Questions 21 and 22 (Supplementary heating equipment and fuel) must each have one oval marked when "yes" is marked in Question 20. (When "no" is marked in Question 20, Questions 21 and 22 must be blank).
- (k) Question 23 (Living conveniences) may have entries in one or more of the first five ovals. If the last oval, "None of above" is marked, no other entry must appear in this question.
- (l) If "Owner (Farm)" or "Tenant (Farm)" is marked in Question 24 (Tenure), no further entries must appear on the document.
If "Tenant (Non-farm)" is marked in Question 24, Questions 25, 26, and 27 must each have an entry.
If "Owner (Non-farm)" is marked, Question 28 must have an entry.

7. Form 3.- Blind and Deaf.- Each of the persons listed on Form 3 must also have been enumerated on a Population document. Following are the points to note in checking Form 3:

- (a) The Household number (Question 1), Name of person (Question 2), Address (Question 3) and Age at last birthday (Question 5) must agree with the corresponding entries on the Form 2 (Population document) for each person listed on the Form 3.
- (b) The two remaining questions (Questions 4 and 6) must each have an entry.

8. Form 6.- General Farm Schedule.- (Field Supervisors in Newfoundland are referred to the supplementary sheet giving instructions for checking Form 6A)

- (a) Make certain that all occupied farms (including non-resident farms) have been enumerated for each enumerator's area. In the Prairie Provinces you must check the entries on the enumerator's map. Enumerators have been instructed to complete a farm schedule in cases where they are in doubt. It will be your job to adjust these cases in such a way that there is never duplication in the enumeration of farm land in the area under your supervision.

- (b) The sample questions (Questions 167 to 191 inclusive) must be completed for all farms with Farm Schedule Number ending in 2 or 7.
- (c) Dollars only must be entered in all questions on value.
- (d) Areas must be reported to the nearest whole acre except where provision has been made on the schedule to report certain crops to the nearest tenth acre.
- (e) The production of the various products reported on the schedule must be in the units asked for on the schedule.
- (f) Farm schedules must be completed accurately and legibly in ink. You must not accept schedules with pencil entries or schedules on which the entries are not legible.
- (g) Unusual entries on the schedules must be fully explained in the "Remarks" section.
- (h) The following questions must always have an entry -
 - (1) Section I. Farm operator (Questions 1-5 inclusive). This complete section of the schedule must always be fully answered (See Sec. 97 of the Enumeration Manual for exception to Question 5).
 - (2) Section II. Location, area, tenure and value (Questions 6-9 inclusive).
 - (3) All "Yes or No" questions - Questions 35, 47, 49, 64, 72, 78, 89, 95, 98, 150, 159, 164, 175, 189, 192, 193.
 - (4) Enumerator's Record (Questions 192-194 inclusive).
- (i) Acreage questions in Sections II, III, IV, V and VI of the schedule must be in agreement.
 - (1) Question 7 must agree with the areas of land listed in Question 6.
 - (2) The total of the areas given in Question 8 must equal the area given in Question 7.
 - (3) The total of the area of field crops for harvest in 1951 (Section III, Column I), together with the areas given in Questions 50 to 63, 66 to 71, 74 to 77 and Question 82 must have a close relationship to the area given in Question 83. The difference will be the area of vegetables, fruits, nursery and greenhouse products grown mainly for home use. Normally this difference should not be more than an acre or two. However, if there is intercropping or double cropping (See Enumeration Manual Sec. 134), this will mean that the acreage in Question 83 will be less than the total of the individual entries.
 - (4) The total of the areas given in Section VI of the schedule (Questions 83 to 88 incl.) must equal the area given in Question 7.

- (j) Live stock numbers and wool clip in Section XI of the schedule must always be checked.

- (1) Questions 101 to 104 inclusive must equal Question 100.
- (2) Questions 106 to 110 inclusive must equal Question 105.
- (3) Questions 114 and 115 must equal Question 113.
- (4) Questions 117 to 119 inclusive must equal Question 116.
- (5) Questions 121 (b) and 121 (c) must equal Question 121 (a).
- (6) Questions 123 to 126 inclusive must equal Question 122.

- (k) Entries for Questions 144, 146, 147 and 148 on live stock and live stock products sold in 1950 (Section XIII) must have a reasonable relationship to the entries made in Section XII (numbers of these animals sold).

- (l) Section XIX, "Production of whole milk in May, 1951" must be checked for all sample farms. The correct milk equivalent figures must be entered in Column 2 and the pounds of milk given in this column for Questions 180 to 185 inclusive must equal the total pounds of milk given in Question 186.

9. Form 7 and 7A - Live stock and greenhouses elsewhere than on farms.- There must never be entries on this schedule for plots reporting an area of 3 acres or more (in Column 1). You must have a General Farm Schedule (Form 6 or 6A) completed for such plots if agricultural operations are conducted on them.

10. Form 8 - Irrigation Schedule - This schedule must be completed in Saskatchewan, Alberta and British Columbia whenever Question 89 is marked "Yes" on the General Farm Schedule. Note the following points:

- (a) Questions 1, 2, 3, 5, 6 and 21 must always have an answer and the Enumerator's Record must be completed.
- (b) The total area of farm (Question 5) and areas reported in Questions 7 to 20 inclusive must be carefully checked with the entries made on the General Farm Schedule. These entries on the Irrigation Schedule must never be greater than the entries on the General Farm Schedule.
- (c) The answer to Question 21 on the Irrigation Schedule must be the same as the answer to Question 90 on the General Farm Schedule (Form 6).

11. Form 9 - List of Commercial Fishermen

- (a) Column 1 (Household number) must have an entry for every person listed.

- (b) The name and address in Column II must be legible and complete.
- (c) One box each may be marked in any one, any two or all three of Columns IV, V, and VI, but not more than one in each column, for any one person.
- (d) One box only should be marked in Column VII for each person listed.

12. Form 10.- Census of Distribution Folio.-

- (a) Check items 2 to 5 inclusive (complete address) for legibility.
- (b) One of the four boxes in item 10 must be ticked or otherwise marked off.
- (c) Item 11 must not include any of the establishments listed under "DO NOT LIST" in the enumerators' instructions on page 2 of the folio, i.e. PURELY MANUFACTURING ESTABLISHMENTS, professional services, trade services, public utilities and financial houses. Any such establishments listed are to be deleted and the enumerator is not to be paid for the listing (s) in question.
- (d) Item 12 must have a code entry in the block provided.

IV. PREPARATION AND CHECKING OF ACCOUNT FORMS

A. General instructions

- 1. Checking enumerators' accounts.- The enumerators will be provided with account forms in triplicate. One copy is printed in white, one in pink and the third in green. The white and pink copies are to be filled out and submitted to you. The enumerator will retain the green copy. When the account forms are submitted to you by the enumerator personally, you will make a preliminary examination in his presence to make sure that all entries are complete and all receipts attached where required. You will discuss with him any charges which do not appear to be according to the regulations or which in your opinion are excessive, and make the necessary adjustments.

In the final and detailed check that you will be required to make of all account forms, you will examine each for the following points:

- (a) To check their accuracy with the number of units submitted and the rates of pay allowed;
- (b) To check the reasonableness of any charges made which are allowable under the regulations, viz: for meals, room rent, automobile mileage, etc.
- (c) To ensure that proper receipts are attached where required (See Section 3).

After you have examined each account, and are satisfied that it is in order for payment, you will sign each copy of the form in the space provided for your signature, and forward both copies to the Commissioner.

2. Travelling expenses.- Allowances for travelling expenses are provided under an order of the Governor-General-in-Council and are payable only when in accordance with the General Government Travel Regulations. All accounts are subject to strict audit by the Comptroller of the Treasury and you must make sure that the following points are observed:

- (a) All accounts must show in detail and in chronological order, the actual expenditures made. The charges must be reasonable and in compliance with the prevailing rates for the area.
- (b) The authority of the Dominion Statistician must be obtained, through the Census Commissioner and the Regional Census Officer, for unusual expenditures such as boat hire, employment of guides, etc.
- (c) Travel must be by the shortest direct route. Return tickets are to be purchased and advantage taken of reduced fares or special rates.

3. Receipts.- Receipts must be submitted for all lodgings and for any other expenditure of \$2.00 or more. They must show the place of payment, the date and details of the expenditure and must be signed by the person to whom the payment was made. Receipts for lodgings must also show the number of days and the rate per day. The regular form of receipt of the person, hotel, etc., supplying the service, must be used. In connection with Form 15 (Account Form for Instruction) all such receipts are to be attached to the copies being sent to the Commissioner. Receipts submitted with Form 18 (Statement of expenses) must be numbered consecutively in the order charged on the statement, and the corresponding numbers entered in the Receipt column of this statement.

4. Definitions of Type "A" and Type "B" areas.- In the descriptions of Census enumeration areas, every area in Canada has been classed as either Type "A" or Type "B".

Type "A" areas are defined as:

- (a) All incorporated cities, towns and villages;
- (b) All metropolitan areas as defined for Census purposes;
- (c) All ~~unincorporated~~ places defined as urban areas for census purposes by the Dominion Statistician.

Type "B" areas include all areas except those defined under Type "A".

B. Payment of enumerators for receiving instructions

1. Account Form - for Instruction (Form 15).- Each enumerator must complete an account form (Form 15) to cover the period of instructions, including any allowable expenses and attaching receipts for lodgings where required. This is necessary so that payment of the accounts for training may be made as soon as possible.

2. Remuneration for receiving instructions.- Each enumerator will be allowed 90 cents per hour, with a maximum of \$14.40, if he is to enumerate a non-farm area. If he is to take instructions for filling out the General Farm Questionnaire (Form 6 or 6A) he will receive a maximum of \$21.60.

Only in exceptional circumstances will an enumerator be paid for the instruction period if he does not also proceed with enumeration. In every case where an enumerator resigns, either during or after the training session, and does not start any enumeration, you must decide whether or not these reasons constitute exceptional circumstances (such as sickness, death, etc.,) and whether his account for instruction is to be paid. Should the account form already have been forwarded to the Regional Office, and the account is not to be paid, the Commissioner must advise the Regional Office immediately.

3. Attendance Record Form (Form 37).- You will use Form 37 to record each enumerator's attendance during the period of instructions. This record will be used to check his account. Every enumerator is required to attend all of the prescribed training periods, but should any absent himself, it is your duty to see that he is paid only for the time he was present. A copy of this record must accompany the Account Forms for Instruction (Form 15) submitted to the Commissioner.

4. Travelling expenses of enumerators while receiving instructions.- In some cases, enumerators will be allowed transportation expenses from their place of residence to the place where they will receive instructions. This allowance will apply only to enumerators residing at a distance requiring more time for transportation than that normally required to attend a place of employment within the instruction area. Also, this allowance will only be granted if the person resides outside the area served by the local street car or bus transportation system.

Train or bus fare will be allowed according to the foregoing conditions where such transportation is available. Enumerators in areas where either of these means of transportation is available, but who prefer to use their automobiles will be allowed 3 cents per mile. Where neither bus nor train is available, the enumerator will be allowed 6 cents per mile for the use of his automobile. When more than one enumerator travel in the same automobile, only the owner will be allowed to claim mileage. You will see that each enumerator who claims mileage enters in the spaces provided on the account form the number of miles, the names of the places from and to which he has travelled, and the names of the other enumerators (if any) who travelled with him.

5. Living expenses of enumerators while receiving instructions.- Enumerators will be allowed their legitimate living expenses while receiving instructions. Claims for room or board are not allowable when half-day training periods are employed. If, because of distance or difficulties of travel, an enumerator must remain overnight in the place where he receives instructions he will be allowed room and board. Whether or not an enumerator should go to a hotel or go back

home at night is decided by determining which is less expensive. If the charge for mileage to go home at night is less than the charge for staying at a hotel, then he should travel back and forth every day. He will also be allowed to charge for the meals he has to take away from home. **However, when an enumerator does not have to go outside his own municipality to receive his instructions, no allowance will be made for either transportation or living expenses.**

It will be your duty to see that all charges made by enumerators are reasonable and warranted, and receipts are attached for all lodgings and any other expenditure of \$2.00 or more. You will also make certain that every enumerator has printed his name in the order shown on the form and that he has given his correct mailing address, so that his cheque may be forwarded as expeditiously as possible.

C. Payment of enumerators for enumeration

1. Account Form - for Enumeration (Form 16).- Following the completion of the enumeration, the enumerators will submit to you two copies (the white and pink copies) of the Account Form for Enumeration (Form 16). You will be required to check the items listed to verify their accuracy to make sure that the amounts entered are correct and that receipts are attached where required.

If you find errors in the account or charges which will not permit you to certify it, you will make the necessary changes in the "Units submitted" columns, change the total accordingly, and initial the form to the right of the word "Total". You are to advise the enumerator of these changes.

2. Rates of pay of enumerators.- Enumerators in both Type "A" and Type "B" areas will be paid the following rates for completed enumeration:

- (a) 8 cents for every person enumerated on a Population document (Forms 2 and 2A);
- (b) 5 cents for every person listed on the "Blind and Deaf" questionnaire (Form 3);
- (c) 8 cents for every dwelling enumerated on a Housing document (Form 4);
- (d) 3 cents for every dwelling reported as under construction, vacant or closed;
- (e) 50 cents for every General Farm questionnaire (Form 6 or 6A) completed;
- (f) 5 cents for every line completed on the "Livestock and Greenhouses elsewhere than on Farms" questionnaire (Form 7 or 7A);
- (g) 15 cents for every completed "Irrigation" questionnaire (Form 8);
- (h) 5 cents for every person on the "List of Commercial Fishermen" (Form 9);

- (i) 7 cents for every establishment entered on the "Census of Distribution" questionnaire (Form 10).

In Type "B" areas, enumerators will receive an additional allowance of seven cents per name under (Item 10a), except in the following cases in the provinces of Manitoba, Saskatchewan and Alberta where a special allowance under Item 10 (b) will apply instead.

- (a) For each enumeration area in the Prairie Provinces consisting of a whole township with a population of less than 100 persons, \$7.00 will be granted.
- (b) For enumeration areas in the Prairie Provinces comprising a fraction of a township having less than the equivalent fraction of 100 persons in that part, the allowance shall be that portion of \$7.00 equivalent to the fraction of the area of the whole township.

3. Payment for enumeration of special areas.- Certain remote and sparsely populated regions which are deficient in means of communication may be designated as special areas by the Dominion Statistician. For these special areas, the remuneration to the enumerator will be on a "per diem" basis and the rate of pay will be \$7.00 per day, plus travelling expenses and maintenance in accordance with the travel regulations. Enumerators in such areas will be required to submit 2 copies of Form 18 (Statement of Expenses) together with the required receipts, with their account Form for Enumeration of Special Areas (Form 17). The designation of any enumeration area as a "special area" and the authority to employ an enumerator on a "per diem" basis must be obtained by having the Commissioner make a submission to the Dominion Statistician through the Regional Census Office, outlining the reasons for this request.

D. Method of payment for Field Supervisors

For your work as Field Supervisor, you will be paid the sum of \$600 in three payments of \$200 each. The first payment will be made at the end of May, the second at the end of June and the third when the officers of the Dominion Bureau of Statistics are satisfied that you have completed your work satisfactorily. At the end of each of these three periods you will submit two copies of Form 20 (Field Supervisors' Account) to the Commissioner. In addition to this claim, you will be reimbursed for legitimate expenses as follows:

1. Rental of an office.- Field Supervisors will be allowed the use of an office in a public building if such exists in the locality. If no such space is available, you will be allowed, upon reasonable rental, space elsewhere for the duration of the Census. The rental amount must be approved by the Commissioner who must obtain the authorization of the Dominion Statistician before any agreement is entered into by the Field Supervisor. In order to save rental costs, the Commissioner and Field Supervisor should use the same office wherever this is convenient and practicable. Such an office should be self-contained and capable of being locked so that no unauthorized person may have access to it.

2. Telephone.- If there is no telephone available by which the Commissioner or the enumerators can communicate with you at all times, you will be allowed a telephone for the duration of the Census. This expenditure must also be approved in advance by the Commissioner who must obtain authorization of the Dominion Statistician.

3. Long distance telephone calls.- In case of emergency you may call your Commissioner and your enumerators by long distance telephone. Moreover you may authorize your enumerators in case of emergency, to reverse the charges when they wish to communicate with you rapidly. Field Supervisors, however, will charge long distance calls to their expense accounts, and support them with receipts. You are reminded, however, that long distance calls are expensive and must be resorted to only when absolutely necessary.

4. Mileage while receiving instructions.- When Field Supervisors have to travel outside their own municipality to receive instructions from an Officer of the Dominion Bureau of Statistics, they will be allowed return train or bus fare from their home to the place where they will receive instructions. If they prefer to use their own cars, the allowance will be 3 cents per mile. In areas where neither bus nor train transportation is available, and the Field Supervisor is compelled to use his own car, the allowance will be 9 cents per mile.

5. Mileage while supervising enumeration.- When a Field Supervisor's area is located exclusively in an urban or urbanized area (Type "A"), no allowance will be made for mileage. For travel in Type "B" areas, a mileage of 9 cents per mile will be allowed.

6. Living expenses.- When receiving instructions outside your own municipality, you will be allowed hotel room and meals if the distance from the Field Supervisor's home is such that it is cheaper than the transportation costs to travel from home each day.

During the course of your work, you will be allowed for hotel room and for meals under the same conditions as the foregoing. In all cases, charges must be reasonable, and receipts must be furnished for all expenditures except meals.

7. Accountable advance.- If there are Type "B" areas under your supervision, an accountable advance will be provided in an amount to partially cover your travelling expenses. At the end of each month, you will submit two copies of a Statement of Expenses (Form 18) to the Commissioner for his signature and transmittal to the Regional Census Office. The amount of these monthly expenses may be reissued to you, if it is necessary to keep you provided with sufficient funds for your further expenses. Any portion of the advance unused when you submit your final Statement of Expenses is to be refunded by certified cheque or postal or money order payable to the Receiver General of Canada, or by a Receiver General of Canada draft which is obtainable without charge at any chartered bank. This refund must accompany your final claim.

8. Income Tax deductions.- Field Supervisors should forward a Tax Deduction Declaration (Form T.D. 1) to their Census Commissioner as soon as possible after appointment. If taxable, deductions of tax at the source will be made from remuneration paid to Field Supervisors in accordance with the tax deduction table. If a Field Supervisor fails to submit a Form T.D. 1 he will be taxed as a single person without dependents. Travelling expenses are not part of taxable income.

9. Unemployment Insurance.- No deductions for Unemployment Insurance will be made from the remuneration of Field Supervisors.

V. OTHER DUTIES AFTER ENUMERATION

1. Enumeration of "missed persons" and re-enumeration of unsatisfactory schedules.- If any one reports that he has been omitted from the regular enumeration or if your check of the Visitation Record has revealed omissions, it will be your duty to arrange with the enumerator to obtain the necessary information for the persons missed.

In addition, your check of the documents and forms returned by the enumerator may reveal faulty enumeration in some areas. It will be your duty to point out the nature of the errors to the enumerator, give him further instructions if necessary, and arrange for re-enumeration where required.

2. Returning Census portfolios to Commissioner.- After you have completed the checking of census returns, you will forward them to the Commissioner. You will see that each box is properly closed and labelled with the number of the district or sub-district. You may deliver them personally, express them or mail them depending on which is most convenient and least costly.

It is not necessary to wait until all the returns of your area are completely checked before forwarding them to the Commissioner. Just as soon as two or three sub-districts are completed, they should be forwarded. For each box of returns sent to the the Commissioner, you will fill out three copies of the ~~Transmittal Form~~ ^{INVOICE SHIP RETURN} (Form 24) by simply filling in the headings, and entering the numbers of the sub-districts being returned. One copy is to be filled out and signed in the left-hand section by the Commissioner and returned to you. He will retain one copy for his own file and forward the third copy, properly filled out and signed in the right-hand section, to the Regional Office.

APPENDIX

Administration and Marking of the Personnel Selection Test for
Census Enumerators

I. Administration of the Test:-

1. This test is confidential. All copies distributed to candidates must be collected as soon as the test is completed. Used or unused copies must not be allowed into the hands of unauthorized persons, including members of the Press.
2. Care must be taken that no candidate makes a copy of this test, or any portion of it. For that reason, extra sheets of paper must not be given to candidates writing the test. All calculations must be made on the Form 33.
3. For convenience, and to avoid the passing of information about this test from one candidate to another, the test should be given to a group of candidates at the same time. However, local conditions will largely govern the arrangements for giving the test, the chief stipulation being that all candidates (except last minute replacements) must be tested by May 14th.
4. The Commissioner is responsible that suitable accommodation be provided for candidates taking this test, although he may delegate this responsibility to the Field Supervisor. The test may be given in the home of the Field Supervisor, in a school room, in a public hall, or in private quarters rented for the occasion. The renting of space should be avoided unless no accommodation can be obtained otherwise.
5. Chairs, and tables or desks must be provided, and the room in which the test is held must be well lighted and ventilated. Candidates must be seated at approximately ~~five-foot~~ intervals, and during the test, the Field Supervisor must exercise close supervision.
6. The test papers will be placed face up, and candidates will be cautioned immediately against turning a page until the Field Supervisor signals that the test is to commence. A reasonable length of time will be given candidates to read the instructions on the first page, and the Field Supervisor will ask if there are any questions before he gives the signal for the test to commence. He will warn candidates that, after the test has commenced, questions about the test will not be permitted.
7. Each candidate will be allowed one hour to complete the test. Candidates finishing before the hour is up will be permitted to hand in their papers.
8. The Field Supervisor should have a few spare copies of Form 33 available when he is presiding over a group of candidates. Should a candidate spoil his test paper and request another copy, this is permissible, provided that no extension in time is granted. The Field Supervisor must collect the spoiled test paper and destroy it.
9. As candidates' test papers are handed in, the Field Supervisor must make certain that the candidate's name appears on the first page.
10. In areas where there are both French and English-speaking candidates the Field Supervisor must take precautions to have a supply of Forms 33 in both languages. Candidates should be asked in which language they prefer to take the test.

II. Instructions for marking this test:

1. For ease and speed in marking, transcribe the answers on page 26 to a blank test paper and place it, page by page, beside the test paper which you are marking.
2. Place all your marks in the boxes provided in the right-hand margins. Carry the sub-totals forward from page to page, and enter the total mark for the test at the bottom of the last page. Multiply this mark by two, and enter the final mark out of 100 in the space provided.
3. Allow one mark for each correct answer in Part A, placing a mark in this manner in the appropriate box - ☐. For incorrect entries or questions left unanswered, do not put any mark in the box. Note, however, that a blank entry is the correct entry for Question 7, Part A.
4. Two marks are the maximum allowed for each of the eight questions of Part B. For each correct entry place a mark in each of the two boxes provided for that question.
5. In Questions 1, 2, 4, and 7 of Part B one mark out of two may be allowed for the question under the following circumstances. In such cases place a mark in only one of the two boxes.
Question 1: This is a two-part question. One mark will be allowed if one part only is correctly answered.
Question 2: One mark will be allowed if the candidate has performed the addition correctly, but failed to follow the instructions to report the answer to the nearest dollar.
Question 4: This is a two-part question - one mark to be allowed for each part correctly answered. Also, if the answers are given as decimal fractions rather than as percentages, i.e., .2 and .75, allow one mark out of two.
Question 7: If the exact answer is given rather than the answer to the nearest cord, allow one mark
6. In Part C one mark is allowed for each question or part of question. Follow the same procedure of placing a mark in the appropriate box for each correct entry.
7. In Parts A and C and Questions 3,5,6,8 of Part B an entry is either right or wrong. Part marks are not permitted.
8. If two or more answers are given for certain questions, (e.g., Question 1 (a) in Part C), one of which happens to be the correct answer, consider it an incorrect entry.
9. Deduct one mark for each oval incorrectly marked, e.g., with a cross instead of a straight horizontal line, up to a maximum of five marks. In other words, a candidate may lose from one to five marks, but never more than five marks, for not following the instructions regarding marking the ovals.
10. Sign the candidate's paper in the space provided, after you have entered his final mark.

III. Answer Key

Part A

1. ROBINSON, JOHN
2. 224 Binscarth Road, Halifax,
N.S.
3. 44
4. Married
5. 15 - 24 years
6. Canada
7. No answer required
8. No
9. 16
10. 4
11. Presbyterian
12. (a) Engineering Institute
of Canada
(b) Masonic Order
(c) Rotary Club
13. Civil engineer
14. Great Eastern Construction Co.
15. \$4,400
16. 80 - 85 per cent
17. Single house
18. No
19. (a) No answer required
(b) \$60
20. Under 1 year

Part B

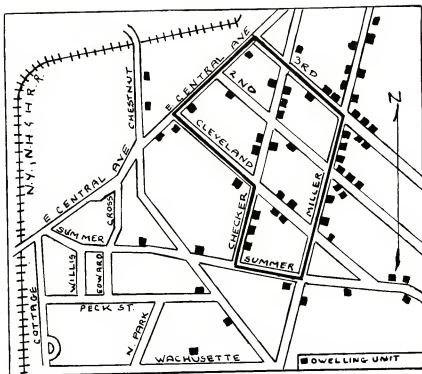
1. (a) 449
(b) 3,374
2. \$ 2,317
3. 3/4 tons
4. (a) 20%
(b) 75%
5. \$ 436
6. 1,026 bushels
7. 2 cords
8. \$8.40

Part C

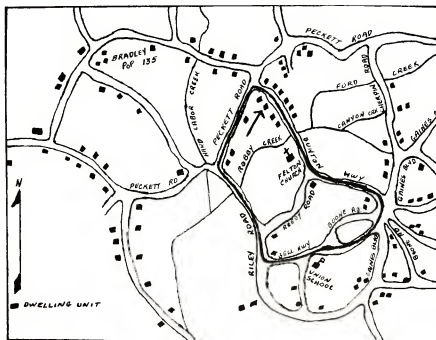
1. (a) Forms A and B only
(b) None of Forms A,B, and C
(c) None of Forms A,B, and C
(d) Forms B and C only
2. (a) No
(b) No
(c) (i) No - 3 years
(ii) No - 3 years
(iii) Yes
- 3, 4, and 5. (See maps below)
6. Bilingual
7. Entertaining

Part C - (Con.)

3.



4. and 5.



NOTES

NOTES

NOTES

Or Doc.

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C.2

